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March 1990

ISD News and Views

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Mainframe

Notice To All Mainframe Network Users

Network operators have noticed that many terminal users are calling for assistance with network problems without first gathering the information we need to work on the problem. With the installation of CICS 1.7, CICS names are drawn from a pool and no longer are tied to the network hardware name, or what we call the VTAM name, which is what all network problem solving is keyed from. If all users would tell the network operator their VTAM name when they call in for help, the problem determination would go faster.

NOTE: The VTAM name should be given to you upon delivery of a terminal. If you do not know you VTAM name, contact the Network Control Center at 444-2595.

PLEASE RETURN

Mainframe Laser Printer

An article in the January issue of *News and Views* announced the acquisition of a new mainframe laser printer (IBM model 3825) and outlined some of its capabilities and advantages. We have used this new printer for a few selected applications and the results have been very positive. We are working out some remaining details for the use of this printer and hope to have it in a full production status by March 28, perhaps a little sooner. We will publish and distribute a memo which will provide detailed information about this printer and how to use it.

One of our first goals for the use of this printer is to get all jobs which are currently printed on the 6670 laser printer converted to use the new printer. However, we have no way of knowing what these jobs are. Therefore, we ask that you notify us if you have an application which is dependent upon the 6670. We will compile a list of these applications so that we can assist you in converting these applications to use the new printer. Please call Mick Plovanic at 3335.

When you begin to use this printer, you will notice that the banner pages are considerably different from the ones currently being used on the line printers or the 6670. This banner page still includes the box number and therefore, it is important that you continue to use the box number in your job statement.

We have determined the initial billing algorithm for this printer. The cost for each physical page is $.0056. The cost for each image printed is $.0319. An image is composed of the information which is printed on one side of a sheet of paper, regardless of how many lines of print that may be. Therefore, if you are printing single sided pages, the cost will be $.0375 (the page cost of $.0056 plus one image cost of $.0319). If you are printing duplex, the cost will be $.0694 (the page cost of $.0056 plus two images of $.0319 each). These rates are based on ISD's costs of operating this printer, both fixed and variable. These costs include such things as equipment, maintenance, software, supplies, and paper. These rates are also based on an estimated print volume since we do not have any statistics on which to base the print volume. As this print volume goes up, we should be able to reduce our rates for this printer. Please be aware that when using this printer, the print costs will not be accurately reflected in the termination boxes of your JCL output. The termination boxes are produced as your jobs are running and we have no way of determining the final disposition of your printed output at that time. We are considering the feasibility of producing a "print termination" box on the trailing banner page which would show the actual cost of printing the output. We expect to be able to do this, but it may take a while as it is quite involved.

If you would like further information on this new printer prior to the forthcoming memo, please call Mick Plovanic at 444-3335.

Microcomputer

SQL Database Servers for the PC

With the increasing processing power of personal computers, many state agencies now utilize PC databases, including R:Base, dBASE, and Advanced Revelation. However, these databases lack many important features found on mainframe databases such as recovery (rollback/rollforward), concurrency (locking), and database integrity controlled by the database management system. A new generation of powerful PC databases is emerging, called SQL database servers. SQL database servers can provide a wider variety of front-end tools for application development and database access, and a reduction of PC LAN traffic compared to the typical multi-user PC database packages. They can also provide the database recovery, concurrency, and integrity desired but missing in earlier PC databases.

ISD has assembled a list of evaluation criteria for SQL database servers, and performed a preliminary evaluation. Due to the immaturity of the market (not everything promised by the vendors has been delivered), in-house testing and final recommendations have not been made. If your agency is considering purchasing an SQL database server, please contact Jeff Holm of the Information Center at 444-2072 for more information.

Miscellaneous

Lost and Found

Information Services Division has found a pair of women's glasses. If you have lost a pair, contact Sue Skuletich at 444-2700.

Training Information

All classes will be held in Room 25 of the Mitchell Building and there will be a limit of 12 participants per class, unless otherwise announced. Demonstrations (minis) will also be held in Room 25 but the limit will be 20 participants.

The cost of the classes are as follows:

Class Name	Subscriber	Non-Subscriber
Introduction to TSO/SPF	$ 50.00	$ 50.00
Introduction to JCL	200.00	200.00
Introduction to Culprit	150.00	150.00
Culprit Programming for IDMS	100.00	100.00
Personal Services/PC	30.00	30.00
Personal Manager	30.00	30.00
Beginning Microcomputer Skills	50.00	70.00
Fundamentals of DOS	50.00	70.00
Intermediate DOS	50.00	70.00
Introduction to WordPerfect 5.0	75.00	105.00
Advanced WordPerfect 5.0	75.00	105.00
Conversion WordPerfect 4.2 to 5.0	50.00	70.00
Introduction to WordPerfect 5.1	75.00	105.00
Advanced WordPerfect 5.1	75.00	105.00
Conversion of WordPerfect 5.0 to 5.1	30.00	40.00
Introduction to Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Advanced Lotus 1-2-3 (Rel 2.2 or 3.0)	100.00	140.00
Conversion of Lotus 2.01 to 2.2	30.00	40.00
Conversion of Lotus 2.01 to 3.0	30.00	40.00
Spreadsheet Design and Documentation	50.00	70.00
Intro. to Macros for Lotus 123	35.00	45.00
Intermediate Macros for Lotus 123	35.00	45.00
Advanced Macros for Lotus 1-2-3	35.00	45.00
Introduction to Lotus 1-2-3 Databases	100.00	140.00
Micro Database Concepts and Design	50.00	70.00
Beginning R:Base for DOS	100.00	140.00
Intermediate R:Base for DOS	100.00	140.00
PFS:Professional File	50.00	70.00
Freelance	50.00	70.00
Using Novell Network	30.00	40.00
Using the IBM PC-LAN	30.00	40.00
Demonstrations	FREE	FREE

Training Calendar

Data Network Classes

Mar 16 am	Personal Services/PC
Mar 16 pm	Personal Manager
Apr 4 am	State Telephone Training
Apr 11	Introduction to TSO/SPF
May 7	Personal Services/PC
May 8 pm	Personal Manager
May 15 pm	On-Line Query (OLQ)-MINI

Microcomputer Classes

Mar 12 am	Conversion of Lotus 1-2-3 from Rel. 2.01 to 2.2
Mar 12 pm	Conversion of Lotus 1-2-3 from Rel. 2.01 to 3.0
Mar 13 & 14 am	Introduction to WordPerfect 5.1
Mar 30	Beginning Microcomputer Skills
Apr 4 pm	Conversion of WordPerfect 5.0 to 5.1
Apr 5 & 6	Introduction to WordPerfect 5.0
Apr 12 & 13 am	Advanced WordPerfect 5.0
Apr 23 & 24 am	Introduction to WordPerfect 5.1
Apr 24 pm	Conversion of Lotus 123 Rel. 2.01 to 2.2
Apr 30 & May 1	Introduction to Lotus 1-2-3 Rel. 3.0
May 2 & 3 am	Advanced WordPerfect 5.1
May 3 pm	Conversion of WordPerfect 5.0 to 5.1
May 7 pm	Conversion of Lotus 1-2-3 Rel 2.01 to 2.2
May 8 am	Conversion of Lotus 1-2-3 Rel 2.01 to 3.0
May 9	Beginning Microcomputer Skills

Data Network Classes

USING PERSONAL SERVICES/PC (PS/PC): presented by Melanie Coughlin or Wendy Wheeler of the Information Center

DATE:	March 16 and May 7, 1990
TIME:	8:30 am to 11:30 am
PREREQUISITE:	Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Melanie Coughlin or Wendy Wheeler of the Information Center

DATE:	March 16 and May 8, 1990
TIME:	1:00 pm to 4:00 pm
PREREQUISITE:	Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available through the Division's mainframe. It is used for scheduling meetings (for yourself and others) and vacations, reserving resources like conference rooms, and even taking telephone messages.

INTRODUCTION TO TSO/SPF: presented by Jane Black Eagle of the Information Center

DATE:	April 11, 1990
TIME:	8:30 am to 4:00 pm
PREREQUISITE:	3270nd (interactive class on terminal operation)

INTRODUCTION TO TSO/SPF is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center or the Computer School

DATE:	March 30 and May 9, 1990
TIME:	8:15 am to 4:30 pm
PREREQUISITE:	None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- Word processing
- File management
- The operating system
- Spreadsheets and graphics
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

Word Processing Classes

INTRODUCTION TO WORDPERFECT 5.0: presented by the staff of the Information Center or the Computer School

DATE:	April 5 and 6, 1990
TIME:	8:30 am to 3:30 pm first day
	8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for beginning users of WordPerfect 5.0. Experience with WordPerfect 4.2 is not necessary. The class will take the participants through the fundamentals of creating, printing, and editing documents. The new Setup feature will be discussed. Formatting documents as they are created and after creation will be covered. Some of the time saving features such as spell check, merges, block functions and macros will also be covered.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by the staff of the Information Center or the Computer School

DATE:	April 12 and 13, 1990
TIME:	8:30 am to 3:30 pm first day
	8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to WordPerfect 5.0

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, changing fonts within a document, creating style sheets and master documents, keyboard layout, compose and graphics.

CONVERSION OF WORDPERFECT 5.0 TO 5.1: presented by Melanie Coughlin of the Information Center.

DATE:	April 4 and May 3, 1990
TIME:	1:00 pm to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills, Introduction to WordPerfect

This class is designed for those people with previous experience in WordPerfect 5.0 and are facing WordPerfect 5.1. The class is a hands-on experimenting with the brand new features implemented into the new version and the features that have changed.

INTRODUCTION TO WORDPERFECT 5.1: presented by the staff of the Information Center or the Computer School

DATE:	March 13 and 14, 1990 April 23 and 24, 1990
TIME:	8:30 am to 3:30 pm first day 8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills

This class is designed for those users new to WordPerfect 5.1. No prior experience with WordPerfect is necessary. This class will lead participants from the basics (creating, editing and printing. Progressively advanced features (formatting, spell check, block functions and others) will also be covered.

ADVANCED WORDPERFECT 5.1: presented by the staff of the Information Center or the Computer School

DATE:	May 2 and 3, 1990
TIME:	8:30 am to 3:30 pm first day 8:30 am to 12:00 noon second day
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to WordPerfect 5.1

This class is geared for the people who are proficient in the basics of WordPerfect 5.1. Topics include footnotes, text columns, sorting, style sheets, master documents, keyboard layout and graphics. Some of the new features will also be covered such as tables, advanced merging and labels.

Spreadsheet Classes

CONVERSION FROM LOTUS 2.01 TO 2.2: presented by the staff of the Information Center

DATE:	March 12, April 24 and May 7, 1990
TIME:	8:30 am to 12:00 noon on March 12 1:00 pm to 4:30 pm on April 24 and May 7
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Rel. 2.01

This class is designed for anyone upgrading from 2.01 to 2.2. Emphasis will be placed on new features of 2.2 worksheets such as:

- referencing data from separate worksheet files
- UNDO feature
- search/replace of formulas or data
- set or reset width of range of columns
- auto creation of backup files

Also covered will be some new graphic enhancements such as:

- legends wrapping to 2 or more lines
- staggering X axis labels
- grouping data (Quick Graph, Multiple graph legends and data labels)

Along with the above, spreadsheet printing using the new Allways Add-In package will be experimented with. Class consists of demonstrations and hands-on practice.

CONVERSION FROM LOTUS 2.01 TO 3.0: presented by the staff of the Information Center

DATE:	March 12 and May 8, 1990
TIME:	1:00 pm to 4:30 pm on March 12 8:30 am to 12:00 noon on May 8
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Lotus 1-2-3 Release 2.01

This course is designed for anyone upgrading from 2.01 to 3.0. Emphasis will be placed on new features of 3.0. Some of the features included will be:

- 3-D spreadsheets (up to 256 spreadsheets in same file)
- Connecting spreadsheets with formulas
- Using multiple files at same time (up to 256 spreadsheets)
- Window graphing
- Printing graphs directly from spreadsheet

Class consists of demonstrations and hands-on practice.

INTRODUCTION TO LOTUS 1-2-3 RELEASE 3.0: presented by the staff of the Information Center or the Computer School

DATE: April 30 and May 1, 1990
TIME: 8:30 am to 4:30 pm each day
PREREQUISITE: Beginning Microcomputer Skills

This class is designed for people with little or no Lotus 1-2-3 experience. This class will cover design, creation, printing and editing of 1-2-3 Release 3.0's 3-dimensional spreadsheets. Connecting these spreadsheets with use of formulas will also be included. Also, several graphic features, use of multiple spreadsheets within a single file and ability to have multiple files open at the same time will be incorporated.

Class will consist of instructions and hands-on practice with available lab time to build spreadsheets of participant's choosing.

Communication and Network Classes

TELEPHONE STATION USER TRAINING: presented by Nancy Lonz of the Telecommunications Bureau

DATE: April 4, 1990
TIME: 8:30 am to 10:30 am
PREREQUISITE: None

This class is designed to familiarize new employees or refresh current employees with the features and use of the state telephone system. Also discussed will be the different calling capabilities available and the dialing plan. This is an interactive class combining demonstrations and hands-on usage of the features and the dialing plan.

Free Training

ON-LINE QUERY (OLQ): presented by Jane Black Eagle of the Information Center

DATE:	May 15 1990
TIME:	1:00 pm to 4:00 pm
PREREQUISITE:	Some knowledge of the structure of an IDMS database is recommended.

Here's a free class on an easy-to-use utility for accessing data from an IDMS database. OLQ can be used to display or print reports quickly and easily. Reports may be simple or complex, with selection criteria, sorting, control breaks, totalling, etc. It is an overlooked utility that can be useful for both programmers and end users. This class will cover the menu-driven mode of OLQ.

ISD CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND RETURN IT TO THE INFORMATION CENTER BUREAU PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc Sec Nbr (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain giving the class(es) taken, Information Center tutorial(s) completed, and/or experience.

_____

_____

BILLING INFORMATION/AUTHORIZATION

Are you an ISD subscribing agency: _____

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE THREE DAYS BEFORE THE DATE FOR EACH CLASS.

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